

**EFFECTIVE**

October 1, 2020.

**Subject(s)****Administrative Policy Human Resources (APR) 263-02,  
Overtime for Caro Center and Kalamazoo Psychiatric Hospital**

Employees can sign up for overtime by designating the dates and shifts they are willing to work on a four-week basis. Employees must give their written designations to management by 4:30pm on the Wednesday prior to the effective date of the overtime list.

*Reason:* New policy item.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

[APR 263-02](#)